Monday Night Organizational Meeting

	Retrieve the Location Security Record and the Setup Diagram from the **GREEN** Update Folder inside the **GREEN** Supply Bag.
	Move the ADA Ballot Marking Device to the correct location based on the **Location Setup Diagram**.
	Inspect the ADA Ballot Marking Device and ensure that it is properly sealed with no signs of tampering.
	Record the five (5) serial numbers from the seals and tamper tape on the Location Security Record.

ClearAccess ADA Ballot Marking Device **DO NOT remove seals until Tues. AM.	1 Left Lid Seal	2 Right Lid Seal	Replacement Seal (if necessary)
	3 Printer Door Seal	4 Printer Door Tamper Tape	5 Rear Door Seal	Replacement (if necessary)

⚠️	**DO NOT** remove any seals or tamper tape until Tuesday morning.
	Retrieve a Surge Protector from the Scanner Team. Plug the Surge Protector into the wall behind the ADA Ballot Marking Device. Flip the switch on the Surge Protector to the "ON" position and make sure its LED light glows, indicating that the power is on.
⚠️	**DO NOT** plug the ADA Ballot Marking Device into the Surge Protector until Tuesday morning.

Tuesday Morning Setup

	Compare the serial numbers on the ADA Ballot Marking Device to the numbers recorded in the Monday Night Recordings section on the Location Security Record to ensure they match.
	Remove the four (4) plastic seals from the Left and Right Lid Latches, the Printer Door, and the Rear Door. Pack the used seals in the Clear Plastic Envelope. Remove the Tamper Tape from the Printer Door and stick it to the bottom of the Location Security Record.
⚠️	Lift the Lid using the Front Handle **ONLY**! **DO NOT** lift the Lid by the corners or latches.

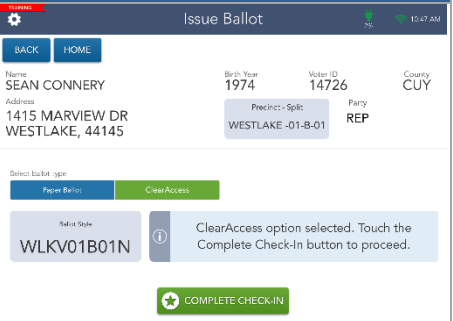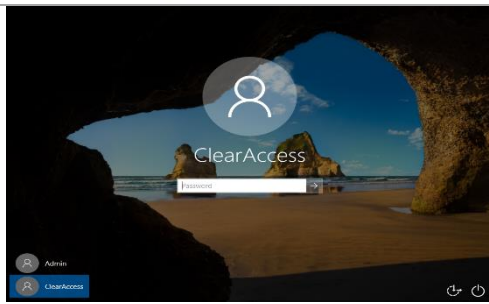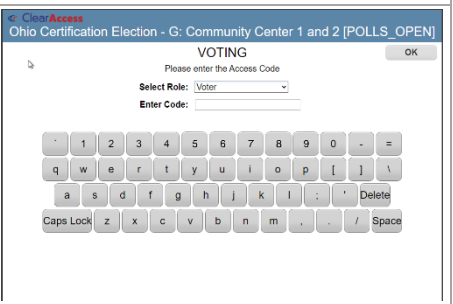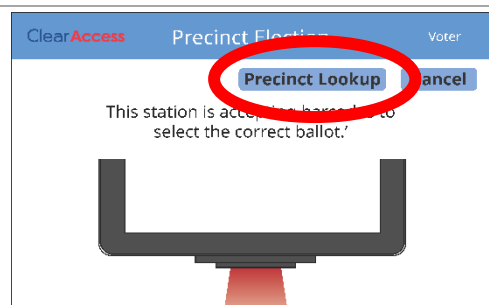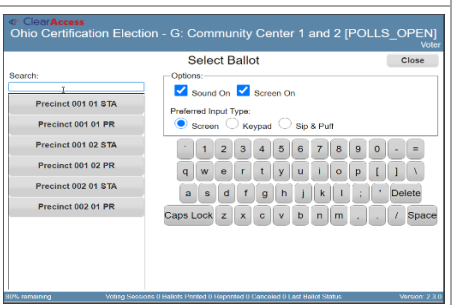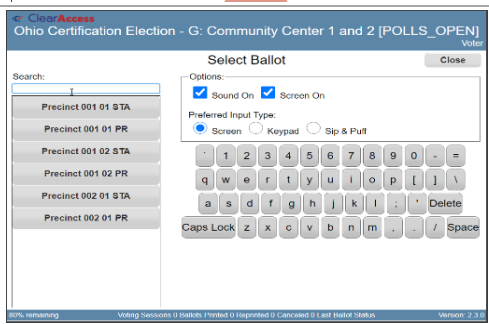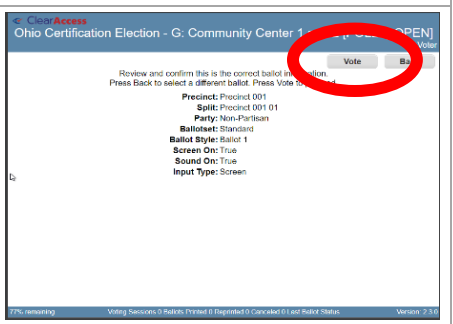| Unlatch and open the Rear Door. The power cord will be strapped to the inside of the machine on the right-hand side. Unfasten the black strap on the right side to release the power cord.	Unwrap the power cord and feed it through the port on the right side of the case. Plug the power cord into the surge protector. Then, close and latch the Rear Door.	Using the handle above the Display Screen, pull the screen towards you. The kickstand behind it will lock into place, holding the screen up for voters to use.	Press the power button located on the back of the Display Screen, behind the power LED light on the top right.
Unlatch and open the Printer Door. Press and hold the printer's power button for three (3) seconds, until it powers on.	Open the paper tray at the bottom to confirm there is paper loaded inside. Then, close the paper tray.	Lift and open the printer extender.	Push the Front Flap on the Printer Door open, so that the ballots can be retrieved through the door. Then close and latch the Printer Door.

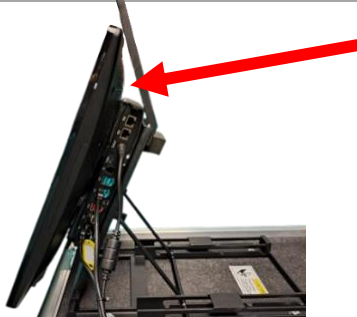|	
	Retrieve two (2) plastic seals from the Clear Plastic Envelope. Record the serial numbers on the Location Security Record. Seal the Rear Door and the Printer Door. Then, lock the wheels when the device is in position.

On the Display Screen, enter the password found in the **GREEN** Update Folder inside the **GREEN** Supply Bag.		On the Display Screen, confirm the "Select Role" field is set to "Voter." The ADA Ballot Marking Device is now ready to process voters.	

Using the ADA Ballot Marking Device

When a voter requests to use the ADA Ballot Marking Device, the Check-in Official will select the ClearAccess button on the Issue Ballot screen of the EPB.		The Check-in Official will select the **GREEN** Complete Check-in Button. Notify the VLM to escort the voter to the ADA Ballot Marking Device. Make sure to bring the Authority to Vote slip.	
If the ADA Ballot Marking Device Display Screen prompts you to log into Windows, enter the password found in the **GREEN** Update Folder inside the **GREEN** Supply Bag.		On the Display Screen, confirm the "Select Role" field is set to "Voter." Enter the code provided in the **GREEN** Update Folder inside the **GREEN** Supply Bag.	
Select the "Precinct Lookup" button on the screen.		Select the voter's Preferred Input Type: • Screen • Keypad • Sip & Puff	
Using the voter's Authority to Vote Slip, select their exact Precinct/Ballot Style on the screen.		On the next screen, confirm the correct Precinct and Ballot Style has been selected. Select the "Vote" button on the top right corner of the screen.	

The voter will then select their language preference on the screen. Using either the touchscreen or the EZ Access Keypad, the voter will mark their selections for their ballot.

When the voter has finished making their selections, they will be prompted to print their ballot. Wait until all sheets of the ballot have finished printing, then remove the ballot from the printer.

Direct the voter to the Ballot Scanners to remove Stub A and scan their completed ballot.

Tuesday Night Closing

Press and hold the power button, located on the back of the Display Screen behind the power LED light on the top right, until the Display Screen powers down.		Return the Display Screen to its original position by lifting the handle above the screen and guiding the kickstand down so that the screen lays flat.	

⚠️ Close the Lid by pulling down the Front Handle **ONLY**! **DO NOT** pull the Lid down by the corners or latches. Secure the latches on the left and right sides of the Lid.

Remove the plastic seals on the Printer Door and the Rear Door. Place the used seals in the Clear Plastic Envelope.

Unlatch and open the Printer Door. Press and hold the Printer power button for three (3) seconds until the Printer powers down. 	Lower the paper guide on top of the printer. Close the Front Flap on the Printer Door. Then, close and latch the Printer Door. 	Unplug the power cord from the Surge Protector. Then, unlatch and open the Rear Door. 	Pull the power cord back through the port on the side of the case. Wrap the power cord up and strap it to the inside wall of the case.

Close and latch the Rear Door.

Retrieve two (2) plastic seals from the Clear Plastic Envelope. Record the serial numbers on the Tuesday Closing section of the Location Security Record. Seal the Rear Door and the Printer Door.